

## **201 KAR 13:055. Continuing education requirements.**

RELATES TO: KRS 326.020, 326.080

STATUTORY AUTHORITY: KRS 326.020(3)

NECESSITY, FUNCTION, AND CONFORMITY: KRS 326.020(3)(b) requires licensees of the board to complete continuing education as a condition of license renewal. This administrative regulation establishes a continuing education program for ophthalmic dispenser licensees and apprentice ophthalmic dispenser licensees and the basic requirements, methods of accreditation, and manner of reporting.

Section 1. "Continuing education hour" means fifty (50) contact minutes of participating in continuing education experiences.

Section 2. (1) Each ophthalmic dispenser licensee shall be required to complete a minimum of six (6) continuing education hours in order to renew his license each year.

(2) Each apprentice ophthalmic dispenser licensee shall be required to complete a minimum of four (4) continuing education hours in order to renew his license each year.

(3) Continuing education hours in excess of the number required at the time of renewal of license shall not be applied to future requirements.

Section 3. (1) A minimum of three (3) of the required six (6) continuing education hours for renewal of ophthalmic dispenser licensure and a minimum of two (2) of the required four (4) continuing education hours for renewal of apprentice ophthalmic dispenser licensure shall be obtained through programs sponsored by entities listed in Section 4(1) of this administrative regulation.

(2) The remaining continuing education hours may be obtained through any of the sources listed in Section 4 of this administrative regulation.

(3) Repetitious completion of a program shall not entitle the participant to additional continuing education credit.

(4) Licenses issued after August 1 shall be exempt from the continuing education requirement for renewal by December 31 of the same year.

Section 4. Continuing education hours applicable to renewal of licensure shall be directly related to the professional growth and development of ophthalmic dispensers. They may be earned by completing any of the following educational activities:

(1) Programs not requiring board review and approval. An educational program from any of the following providers shall be deemed to be relevant to ophthalmic dispensing and shall be approved without further review by the board if it is provided by:

- (a) The Society of Dispensing Opticians of Kentucky;
- (b) The Opticians Association of America, or any of its affiliated state chapters;
- (c) The Contact Lens Society of America, or any of its affiliated state chapters;
- (d) The National Academy of Opticianary, or any of its affiliated state chapters;
- (e) The American Optometric Association, or any of its affiliated state chapters;
- (f) The American Academy of Ophthalmology, or any of its affiliated state chapters;
- (g) The Southeastern Conference; or
- (h) The National Association of Optometrists and Opticians.

(2) Programs requiring board review and approval. A program from any of the following sources shall be reviewed and determined if it is relevant and therefore subsequently approved by the board:

- (a) Accredited schools' continuing education programs; or
- (b) Any other provider's continuing education programs.

(3) Related areas not specifically a part of the field of ophthalmic dispensing may be approved for up to two (2) continuing education hours, if the board believes that the related areas may serve to enhance the licensee's ability to practice.

Section 5. Sponsors of continuing education programs shall be responsible for obtaining from the board accreditation for their respective continuing education programs.

(1) Programs shall be submitted to the board for review and approval at least thirty (30) days prior to planned participation so the participants can know the value of the experience prior to actual participation.

(2) Requests for program changes shall be made to and accredited by the board or the evaluation and accreditation of the program becomes null and void.

(3) Sponsors shall maintain for three (3) years records of the names of those participants who complete a program.

Section 6. Sponsors and licensees requesting approval of continuing education for ophthalmic dispensers shall submit any information the board may require.

Section 7. Submission of fraudulent statements or certificates concerning continuing education shall subject the licensee to revocation or suspension of his license as provided in KRS Chapter 326.

Section 8. Each licensee shall submit, with the annual renewal application, on forms provided by the board, a list of accredited continuing education hours completed by the licensee during the previous license year.

Section 9. (1)(a) Each person registered with the board shall retain proof of attendance and completion of all continuing education requirements.

(b) These documents shall be retained for a period of three (3) years from the end of the calendar year in which the continuing education was acquired.

(c) This documentation shall be produced for inspection and verification, if requested in writing by the board during its verification process.

(d) The board shall not maintain continuing education files.

(2)(a) The board shall conduct a randomly selected audit of individual records to assure that the continuing education requirements have been met.

(b) An individual's record may be audited during consecutive renewal periods.

(3) If audited, the individual shall provide evidence of continuing education activities. The evidence shall be either:

(a) Certificates verifying the individual's attendance at the continuing education programs described above; or

(b) An official transcript verifying credit hours earned. One (1) semester credit hour is equivalent to six (6) continuing education hours for the purpose of licensure renewal.

Section 10. Upon proper application to the board, a licensee may be granted a deferral on a year-to-year basis at the discretion of the board for reasons of illness, incapacity, or other similar extenuating circumstances.

Section 11. Each licensee shall keep the board informed of his correct address and place of employment. The board shall be informed in writing of any changes to the licensee's address or place of employment. (21 Ky.R. 712; Am. 1087; eff. 10-19-94; 27 Ky.R. 1530; 2503; 2725; eff. 4-9-2001.)